



## PORTABILITY REQUEST

| TENANT INFORMATION                  |                            |
|-------------------------------------|----------------------------|
| TENANT'S NAME                       | PHONE NUMBER               |
| ADDRESS                             | DATE I WOULD LIKE TO MOVE: |
| REASON I AM REQUESTING PORTABILITY: |                            |

I request portability to the following location: (Please list the city and states you wish to relocate to and provide the name, address and telephone number of the housing authority; if known)

| HOUSING AUTHORITY INFORMATION |  |
|-------------------------------|--|
| HOUSING AUTHORITY             |  |
| ADDRESS                       |  |
| CITY/STATE/ZIP                |  |
| PHONE NUMBER                  |  |

Are you enrolled in the Family Self Sufficiency (FSS) Program? ☐ Yes ☐ No

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

### For Office Use Only

Voucher Expiration Date: \_\_\_\_\_ Lease Contract Termination Date: \_\_\_\_\_

☐ Regulatory Portability (Out of State)

☐ Statutory Portability (In State)

☐ Letter of Conformation, with requested documents sent to receiving PHA.

Record of Verbal Contact to Receiving PHA:

Date of Contact: \_\_\_\_\_

Name of Person Contacted: \_\_\_\_\_

Voucher Bedroom Size: \_\_\_\_\_

Housing Specialist Signature: \_\_\_\_\_

## Current Section 8 Participants



**Contact your Housing Representative** to let him/her know you want to port out of Chandler. If you do not know who your Representative is, please call (480) 782-3200 to find out.



**Fill out the Request for Portability form** and give it to your Representative. Your Representative will use this form to prepare your portability packet.



**Give your Representative current income information.** This includes income and asset from every source for each household member.



**Transfer your paperwork:** Once your paperwork is complete your packet will be ready for mailing to your new Housing Authority. If you plan to deliver it, check with your new Housing Authority first to find out if they accept hand-carried packets and make sure you do not open your packet before giving it to them.

**Your portability packet will be ready within 7-14 business days.**

**NOTE:** *Housing Authorities often have different Income Limits, Payment Standards and Subsidy Standards (the number of bedrooms you qualify for). Always verify this information when you move to a new Housing Authority.*